



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

November 29, 2023

Geoff Bruno
Superintendent
Scarborough Public Schools
259 US Route 1
Scarborough, ME 04074

Dear Superintendent Bruno:

The Scarborough Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 14 & 15, 2023 Adriane Ackroyd reviewed Eight Corners and Scarborough High School. An exit conference with Diane Nadeau and Peter Esposito occurred on November 15, 2023.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation required. Please submit a detailed response for each of the review findings listed in the report by the deadline(s) listed. Responses must be submitted through CNPweb, Maine Department of Education Child Nutrition's Administrative Review software, and must address the following:

- How the finding was corrected (include who, when & how)
- Documentation that the finding has been corrected district-wide
- How this action will ensure future compliance

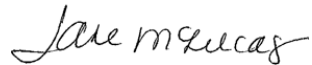
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have no problems in meeting the response deadline.

The Official Notification also provides the potential fiscal action, which is an initial estimate of the amount of reimbursement that will be reclaimed. These are only estimates which must be adjusted to the actual date of corrective action for each violation. If documentation of corrective action or acceptable corrective action is not received by the response date stated above, the claim will be recalculated to the end of the school year.

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

We hope that this review has been helpful to you and your staff. If you should have any questions, or if we can assist in any way, please feel free to contact Adriane Ackroyd at 592-1722 or email Adriane.ackroyd@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/AA/pn



SNP Administrative Review Findings

Scarborough Public Schools (427)

Program Year 2024

Scarborough Public Schools (427)

259 US Route 1
Scarborough, ME 04074

Food Service Contact

Mr. Peter Esposito
Food Service Director
(207) 730-4701

Executive Contact

Mr. Geoff Bruno
Superintendent
(207) 730-4100

No. of Sites / Reviewed: 6 / 2
Month of Review: October 2023

Commendations

- * Food Service and Administrative staff were helpful to work with in Scarborough. They were organized, responsive to needs, hardworking and had great customer service skills.
* Maine DOE Child Nutrition policy & procedures requires that meal counts claimed for reimbursement be validated for the Review Month as well as a second month selected at random.
* On 11/14/23 and 11/15/23 Adriane Ackroyd reviewed Eight Corners Elementary School and Scarborough High School.

Technical Assistance

- * Technical Assistance was provided on the need for an edit check for attendance factors in the Lunchtime Point of Service System.
* Staff are on track for meeting professional standards requirements for the year. Please continue to use the tracker to ensure all required hours are obtained.
* Technical Assistance was provided on breakfast monitoring requirements for the onsite monitoring forms.
* Whole white milk was observed in the milk cooler. Per Food Service Director, this was a mistaken delivery.
* Notice of the National School Lunch Program and meals being available at no charge was found on the Scarborough School Nutrition Program webpage.

General Program Compliance - Scarborough Public Schools (427)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 9000: Local School Wellness Policy

The Scarborough Local School Wellness policy does not allow caffeine to be served to students. Caffeinated beverages are offered at the high school. In addition, the triannual assessment of the Local School Wellness Policy has not been completed.

Corrective Action:

Submit a plan to ensure the wellness policy is being followed. In addition, complete and submit the triannual assessment.

Deadline: February 29, 2024

1403. Did any review of agricultural food components indicate violations of the Buy American provision?

SNP Administrative Review Findings

Scarborough Public Schools (427)

Program Year 2024

Finding 9000: Buy American Provision *Repeat Finding

At Scarborough High School, pears from China were observed. This is a repeat finding.

Corrective Action:

Purchase domestic pears. Submit an invoice or label of the pears purchased.

Deadline: January 5, 2024

Technical Assistance:

SFAs must purchase domestic agricultural commodities and food products. There are two limited exceptions: the food or product is not produced or manufactured in sufficient and reasonably available quantities in the US or competitive bids reveal the cost of a US food product is significantly higher than the non-domestic product.



SNP Administrative Review Findings

Scarborough Public Schools (427)

Program Year 2024

Eight Corners Elementary School (428) Food Service Contact

259 US ROUTE 1
Scarborough, ME 04074

Month of Review: October 2023

Meal Components & Quantities - Eight Corners Elementary School (428)

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal was not identified near or at the beginning of the meal service line.

Corrective Action:

Post signage explaining what constitutes a reimbursable meal near the meal service line. This signage must include the requirement that 1/2 cup of fruit or vegetable be taken.

Deadline: January 5, 2024

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Eight Corners Elementary School (428)

1407. SFA written food safety plan implemented?

Finding 9000: Food Safety Plan

Standard Operating Procedures were available but not reviewed on an annual basis. These must be reviewed annually. In addition, food temperatures were not documented and an infrared thermometer was observed. Temperatures of potentially hazardous foods must be taken with a probe thermometer and recorded.

Corrective Action:

Review Standard Operating Procedures with staff and submit documentation once training complete. Submit food temperatures for the week of December 11-15, 2023.

Deadline: January 5, 2024

SNP Administrative Review Findings

Scarborough Public Schools (427)

Program Year 2024

Scarborough High School (431)

Food Service Contact

259 US ROUTE 1
Scarborough, ME 04074

Month of Review: October 2023

Meal Components & Quantities - Scarborough High School (431)

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line. *Repeat Finding

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal was not identified near or at the beginning of the meal service line(s). This is a repeat finding for Scarborough High School.

Corrective Action:

Post signage explaining what constitutes a reimbursable meal near the meal service line. This signage must include the requirement that 1/2 cup of fruit or vegetable be taken.

Deadline: January 5, 2024

Technical Assistance:

The school was provided technical assistance during the on-site visit.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?

Finding 9000: Lunch Production Records Incomplete *Repeat Finding

Production records must document the items offered and quantities served as part of a reimbursable meal. When production records were reviewed onsite, it was observed that lunch records were incomplete as they did not include portion sizes. This is a repeat finding.

Corrective Action:

Complete training on production records and email reviewer when completed. Email your reviewer weekly lunch production records for January 2 - February 2, 2024.

Deadline: Submit production records weekly with a final deadline of February 9, 2024

410. Review period menus and production records - Quantities and meal pattern requirements met?

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

Productions records were reviewed to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. It was determined that some whole grain rich items do not credit as 2 ounces. These items include hot dog buns and homemade muffins. In addition, on Tuesday of the review week, the fish stick entrée was insufficient in grain.

Corrective Action:

Submit updated hot dog bun product information and muffin portion size. Production records for lunch will be reviewed as part of corrective action for another finding.

Deadline: January 5, 2024

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Scarborough High School (431)

1105. *Foods sold to students during school day meet Smart Snacks standards?*

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards. *Repeat Finding

At Scarborough High School, a powdered cappuccino machine was observed which contained some beverages that do not meet Smart Snack Standards. This is a repeat finding.

Corrective Action:

Remove the non-compliant products from service. Submit a plan to ensure Smart Snack items are compliant. Submit a picture of the coffee area to show the machine has been removed.

Deadline: January 5, 2024

1407. *SFA written food safety plan implemented?*

Finding 9000: Food Safety *Repeat Finding

Standard Operating Procedures were available but are not reviewed annually. These must be reviewed annually. Food temperatures were observed to be taken but not recorded. Food temperatures must be recorded. In addition, two findings from the most recent health inspection were not corrected: 1) an internal thermometer was not available in the reach in refrigerator with glass door to ensure the temperature is less than 40 degrees F. 2) The floor under the shelves in the walk-in refrigerator and freezer had debris.

Corrective Action:

Review the standard operating procedures with staff and email your reviewer when complete. Ensure staff receive training on an annual basis. Per Food Service Director, food temperatures will be recorded on production records. Submit photos of a thermometer in the refrigerator and cleaned floors in the walk-ins.

Deadline: January 5, 2024